

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: June 9, 2011**

SUBJECT: Change Order for Renewal of Contracts: Fuel; Swath Mowing; Striping; Street Sweeping; Landscape Maintenance; Weed Control; Janitorial Service

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Ken Stanton, Public Works Operations Manager, for
Norm Davis, P.E., Public Works Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Change Orders

SUMMARY BACKGROUND: The Proposed Budget for Fiscal Year 2011/2012 includes several essential annual Public Works Maintenance, Service and Supply programs. Several of these programs are currently under contract. These contracts can be extended up to a maximum of five years before they need to be re-bid. Town staff has negotiated a Change Order to each of the following contracts, extending the contract for another year as detailed below.

- a.) **Fuel:** Town staff has negotiated a Change Order to the current contract for Fuel with United Energy. The current contract expires on June 30, 2011. United Energy will continue to provide fuel at three Prescott Valley locations as well as through the CFN Fueling Network for \$.09 over the weekly OPIS index for the Phoenix and Northern Arizona markets. Fiscal Year 2011/2012 will be the third year of renewal for this contract.

- b.) **Swath Mowing:** Town staff has negotiated a Change Order to the current contract for Swath Mowing with Larry's Mowing Service. The current contract expires on June 30, 2011. Fiscal Year 2011/2012 will be the fourth and final year of renewal for this contract. Larry's Mowing Service will provide this service with no increase in unit price. The proposed maintenance level on this contract has been reduced from eight to five times annually as part of the budgetary cuts over the previous two years.

The proposed Swath Mowing service prices are as follows:

| | <u>Miles</u> | <u>Cost</u> |
|--------------------|--------------|-------------|
| Hwy 69 | 105.24 | \$4,354.99 |
| Lakeshore Drainage | 30.00 | \$1,233.84 |

- c.) **Striping and Pavement Markings:** Town staff has negotiated a Change Order to the current contract for pavement marking services with Traffic Safety. Traffic Safety will hold our current year pricing for the next fiscal year. This contractor has partnered with the Public Works Department for a total decrease of 7% with no reduction in service level over the previous two years. The current contract expires on June 30, 2011. Fiscal Year 2011/2012 will be the fourth and final year of renewal for this contract. This Change Order is for the renewal of the contract.

The Striping and Pavement Marking prices are as follows:

FY10/11 Budgeted Amount
\$52,840.00

- d.) **Street Sweeping:** Town staff has negotiated a Change Order to the current contract for Sweeping services with Tryton Enterprises. Due to budgetary constraints, this service has been reduced from four to three programs annually. The current contract expires on June 30, 2011. Fiscal Year 2011/2012 will be the fourth and final year of renewal for this contract.

The proposed Street Sweeping prices are as follows:

\$47.43 per linear curb & gutter mile

- e.) **Landscape Maintenance:** Town staff has negotiated a Change Order to the current contract for landscape maintenance with K-ler Land Works Maintenance; they will hold our current year pricing for the next fiscal year. This contractor has partnered with the Public Works Department for a total decrease of 4% without reducing the service level over the previous two years. The current contract expires on June 30, 2011. This Change Order is for the renewal of the contract and the addition of: the Highway 69 median landscaping improvements; the new Highway 69 multi-use path that will be completed in the next budget year; and the addition of the Stoneridge trail system for maintenance. The current contract expires on June 30, 2011. Fiscal Year 2011/2012 will be the fourth and final year of renewal for this contract.

The proposed landscape maintenance prices are as follows:

| | <u>Annual Streets</u> | <u>Annual Parks</u> | <u>Facilities</u> |
|--------------------------------------|-----------------------|---------------------|-------------------|
| Town of Prescott Valley | \$40,746.95 | | |
| Stoneridge CFD Parks | | \$60,713.44 | |
| Stoneridge CFD Medians | \$20,340.32 | | |
| Pronghorn Ranch CFD Parks | | \$45,153.46 | |
| Pronghorn Ranch CFD Medians | \$7,886.13 | | |
| Quailwood CFD Parks | | \$31,298.30 | |
| New Library/ College Building | | | \$6,000.00 |
| | | | |
| TOTALS: | \$68,973.40 | \$137,165.20 | \$6,000.00 |
| | | | |
| Total Annual Contract Amount: | \$212,138.60 | | |

- f.) **Weed Control:** Town staff has negotiated a Change Order to the current contract for weed control with Praying Mantis Pest Control. The current contract expires on June 30, 2011. Praying Mantis Pest Control will provide this service and will hold our current year pricing for the next year with no reduction in the level of service. This contractor has partnered with the Public Works Department for a total decrease of 12% over a two-year period without reducing the level of service. This Change Order reflects the extension of the contract for the next fiscal year. The current contract

expires on June 30, 2011. Fiscal Year 2011/2012 will be the fourth and final year of renewal for this contract.

The proposed Weed Control prices are as follows:

| | <u>Annual</u> |
|----------------------------|-------------------|
| Town of Prescott Valley | \$41,214.33 |
| Stoneridge CFD | \$2,064.16 |
| Pronghorn Ranch CFD | <u>\$1,917.69</u> |
| Total Annual Contract Cost | \$45,196.18 |

- g.) **Janitorial Services:** Town staff has negotiated a Change Order to the current contract for janitorial services with Clean Team Janitorial. This contract provides for Janitorial Services for the Civic Center, Police Department and the Library/College Building. The current contract expires on June 30, 2011. This would be the second year of extension on this contract. Clean Team Janitorial decreased this contract by 2% without any reduction in the service levels last year. This Change Order reflects the extension of the contract.

These annual contracts address the current years' goals for maintaining minimum critical core tasks for safe Town roadways and facilities.

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve the Change Orders to the existing contracts extending the expiration date for another fiscal year, **OR**
- 2.) Not approve the Change Orders and direct staff to bid these programs, **OR**
- 3.) Approve and not approve the Change Orders, in any combination, **OR**
- 4.) Direct staff to pursue other options

ACTION OPTION: Motion to approve:

- a.) the Change Order to the contract with United Fuel & Energy Corp. for fuel, **AND**
- b.) the Change Order to the contract with Larry's Mowing Service for swath mowing, **AND**
- c.) the Change Order to the contract with Traffic Safety, Inc. for striping and pavement markings, **AND**
- d.) the Change Order to the contract with Tryton Enterprises for street sweeping, **AND**
- e.) the Change Order to the contract with K-ler Land Works Maintenance for landscape maintenance, **AND**
- f.) the Change Order to the contract with Praying Mantis Pest Control for weed control, **AND**
- g.) the Change Order to the contract with Clean Team Janitorial for janitorial services,

thereby extending these contracts for Fiscal Year 2011/2012, **OR** Motion not to approve any or all of the Change Orders. **VOTE.**

RECOMMENDATION: Staff recommends approval of these Change Orders extending these contracts for Fiscal Year 2011/2012.

FISCAL ANALYSIS:**Fuel**

This item is funded by the using department's budget in the operations portion of the budget.

Swath Mowing:**Funding:**

| | | |
|--|----------------------|---------------------|
| 202-5510-631-3230 Landscaping Service (TPV): | \$124,000.00 | (budgeted FY 11-12) |
| Annual Cost of this Contract: | <u>(\$25,486.47)</u> | |
| Balance: | \$98,513.53 | |

Striping and Pavement Markings:**Funding:**

| | | |
|--|----------------------|---------------------|
| 202-5510-631-4370 Street Repair & Maintenance: | \$334,000.00 | (budgeted FY 11-12) |
| Annual Swath Mowing | <u>(\$52,840.00)</u> | |
| Balance: | \$281,160.00 | |

Street Sweeping:**Funding:**

| | | |
|--|----------------------|---------------------|
| 202-5510-631-4370 Street Repair & Maintenance: | \$334,000.00 | (budgeted FY 11-12) |
| Annual Street Sweeping | <u>(\$33,201.00)</u> | |
| Balance: | \$300,799.00 | |

Landscape Maintenance Contract:**Funding:**

| | | |
|---|----------------------|---------------------|
| 202-5510-631-3230 Landscaping Service (TPV): | \$124,000.00 | (budgeted FY 11-12) |
| Annual Landscape Maintenance: | <u>(\$40,746.95)</u> | |
| Balance: | \$83,253.05 | |
| 600-1005-614-3230 Stoneridge Landscaping Service: | \$84,160.00 | (budgeted FY 11-12) |
| Annual Cost, Including this Action: | <u>(\$20,340.32)</u> | |
| Balance: | \$63,819.68 | |
| 600-1005-614-3260 Stoneridge Park Maintenance: | \$84,160.00 | (budgeted FY 11-12) |
| Annual Cost, Including this Action: | <u>(\$60,713.44)</u> | |
| Balance: | \$23,446.56 | |
| 601-1010-614-3230 Pronghorn Landscaping Service: | \$57,000.00 | (budgeted FY 11-12) |
| Annual Cost, Including this Action: | <u>(\$7,886.13)</u> | |
| Balance: | \$49,113.87 | |
| 601-1010-614-3230 Pronghorn Park Maintenance: | \$57,000.00 | (budgeted FY 11-12) |

Annual Cost, Including this Action: (\$45,153.46)
Balance: \$11,846.54

602-1015-614-3230 Quailwood Park Maintenance: \$30,200.00 (budgeted FY 11-12)
Annual Cost, Including this Action: (\$31,298.30)
Balance: (\$1,098.30)

101-4505-653-3230 Library Landscape Maintenance: \$6,500.00 (budgeted FY 11-12)
Annual Cost, Including this Action: (\$6,000.00)
Balance: (\$500.00)

Weed Control Contract:

Funding:

202-5510-631-3230 Landscaping Service (TPV): \$124,000.00 (budgeted FY 11-12)
Annual Weed Control: (\$41,214.33)
Balance: \$82,785.67

600-1005-614-3230 Stoneridge Landscaping Services: \$84,160.00 (budgeted FY 11-12)
Annual Weed Control: (\$2,064.16)
Balance: \$82,095.84

601-1015-614-3230 Pronghorn Ranch Landscaping
Services: \$57,000.00 (budgeted FY 11-12)
Annual Weed Control: (\$1,917.69)
Balance: \$55,082.31

Janitorial Services:

Funding:

101-4505-653-4215 Custodial Services Library: \$68,000.00 (budgeted FY 11-12)
Annual Cost: (\$65,268.00)
Balance: \$2,732.00

101-6115-621-4210 Custodial Services Police Dept.: \$22,000.00 (budgeted FY 11-12)
Annual Cost: (\$19,404.00)
Balance: \$2,596.00

101-5550-619-4205 Custodial Services Civic Center: \$42,564.00 (budgeted FY 11-12)
Annual Cost: (\$39,396.00)
Balance: \$3,168.00

REVIEWED BY:

Management Services Director _____ Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____

CONTRACT CHANGE ORDER

Date: June 9, 2011

Request: Contract Change Order Number Three (CCO#3)

Name of Project: Fuel

Contractor: United Fuel & Energy Corporation

Description of Proposed Change:

This change order extends the contract date for these services to continue in Fiscal Year 2011/2012. This is the third year of this contract which can be extended up to five years maximum before it must be re-bid.

The proposed fuel price is \$.09 over the OPIS index for Phoenix\Northern Arizona.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor:

United Fuel & Energy Corporation

Approved by Town of Prescott Valley:

_____ June 9, 2011
Harvey C. Skoog, Mayor

Attest:

Diane Russell, Town Clerk

Ivan Legler, Town Attorney

CONTRACT CHANGE ORDER

Date: June 9, 2011
Request: Contract Change Order Number Four (CCO#4)
Name of Project: Swath Mowing
Contractor: Larry's Mowing Service

Description of Proposed Change:

This change order extends the contract date for this agreement to continue in Fiscal Year 2011/2012. This is the fourth and final change order for this contract which has been extended to the five-year maximum allowed.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor:

Larry's Mowing Service

Approved by Town of Prescott Valley:

_____ June 9, 2011
Harvey C. Skoog, Mayor

Attest:

Diane Russell, Town Clerk

Ivan Legler, Town Attorney

CONTRACT CHANGE ORDER

Date: June 9, 2011
Request: Contract Change Order Number Four (CCO#4)
Name of Project: Striping and Pavement Markings
Contractor: Traffic Safety, Inc.

Description of Proposed Change:

This change order extends the contract date for this agreement. Traffic Safety, Inc. will provide this service with no increase in unit price. This is the fourth and final change order for this contract which has been extended to the five-year maximum allowed.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor: _____
Traffic Safety, Inc.

Approved by Town of Prescott Valley: _____ June 9, 2011
Harvey C. Skoog, Mayor

Attest: _____
Diane Russell, Town Clerk

Ivan Legler, Town Attorney

CONTRACT CHANGE ORDER

Date: June 9, 2011
Request: Contract Change Order Number Four (CCO#4)
Name of Project: Street Sweeping
Contractor: Tryton Enterprises LLC

Description of Proposed Change:

This change order extends the contract date for this agreement to continue in Fiscal Year 2011/2012. Tryton Enterprises LLC will provide this service with no increase in unit price. This is the fourth and final change order for this contract which has been extended to the five-year maximum allowed.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor: _____
Tryton Enterprises LLC

Approved by Town of Prescott Valley: _____ June 9, 2011
Harvey C. Skoog, Mayor

Attest: _____
Diane Russell, Town Clerk

Ivan Legler, Town Attorney

CONTRACT CHANGE ORDER

Date: June 9, 2011
Request: Contract Change Order Number Eight (CCO#8)
Name of Project: Landscape Maintenance
Contractor: Koehler Enterprises, Inc. (dba: K-ler Land Works Maintenance)

Description of Proposed Change:

This change order extends the contract date for this contract to continue in Fiscal Year 2011/2012. K-ler Land Works Maintenance will provide this service with no change in cost this coming fiscal year. This change order also includes additional landscape services for the new Hwy 69 median landscape trees, the Hwy 69 Multi-use Path extension from Glassford Hill to Great Western and the extension of the trail system at Glassford Hill/Stoneridge. This change order reflects these changes as well as a one-year extension to the contract. This is the fourth and final change order under this contract which has been extended to the five-year maximum allowed.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor: _____
Koehler Enterprises, Inc. (dba: K-ler Land Works Maintenance)

Approved by Town of Prescott Valley: _____ June 9, 2011
Harvey C. Skoog, Mayor

Attest: _____
Diane Russell, Town Clerk

Ivan Legler, Town Attorney

CONTRACT CHANGE ORDER

Date: June 9, 2011
Request: Contract Change Order Number Four (CCO#4)
Name of Project: Weed Control
Contractor: Praying Mantis Pest Control

Description of Proposed Change:

This change order extends the contract date for this agreement to continue in Fiscal Year 2011/2012. Praying Mantis Pest Control will provide this service with no increase in unit price. This is the fourth and final change order under this contract which has been extended to the five- year maximum allowed.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor: _____
Praying Mantis Pest Control

Approved by Town of Prescott Valley: _____ June 9, 2011
Harvey C. Skoog, Mayor

Attest: _____
Diane Russell, Town Clerk

Ivan Legler, Town Attorney

CONTRACT CHANGE ORDER

Date: June 9, 2011
Request: Contract Change Order Number Two (CCO#2)
Name of Project: Janitorial Services
Contractor: Clean Team Janitorial

Description of Proposed Change:

This change order extends the contract date for this agreement to continue in Fiscal Year 2011/2012. Clean Team Janitorial will provide this service with no increase in unit price. This is the third year of this contract which can be extended up to five years maximum before it must be re-bid.

Change in Contract Time: Extend Contract to June 30, 2012

Submitted by: Ken Stanton, Public Works Operations Manager

Approved by Contractor: _____
Clean Team Janitorial

Approved by Town of Prescott Valley: _____ June 9, 2011
Harvey C. Skoog, Mayor

Attest: _____
Diane Russell, Town Clerk

Ivan Legler, Town Attorney